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FILED: Reports
RETURN TO (weekly)

RECORDS MANAGEMENT DIVISION

Chief, Management Staff

3 June 1954

Chief, Records Management Division

Weekly Report - Week Ending 2 June 1954

Here are the items of most significance for the week:

1. Preliminary review of microfilming operations throughout the Agency indicates the possibility of some savings in manpower, equipment and materials. An inventory, therefore, is proposed which will reflect the pieces of equipment, the extent of each project and the manpower presently used. A questionnaire, proposed Agency notice and a memorandum of explanation have been prepared. Concurrences of the Logistics Office and other interested parties have been obtained. The proposal will be submitted to your office in a day or two.

2. Preliminary survey of the personnel in the Records Center indicates that only two will not be interested in transferring to

3. The number of requests for transfer of inactive records to the Records Center is 155 for the calendar year to date as compared to approximately 100 for the same period in 1953.

4. [redacted] Chief, Forms Management Branch, was given recognition by his former employer, Department of the Air Force, in the form of the following awards:

- a. Outstanding Performance Rating (Certificate signed by Secretary Talbott was presented). Only 52 of these were given by the Air Force this year.
- b. Award for Meritorious Civilian Service (Silver pin and certificate signed by the Chief of Staff was awarded 12 January 1954). Only 26 of these awards were made by the Air Force last year.
- c. Superior Accomplishment Pay Increase (awarded 12 December 1953). 125 were made during the award period.

These were presented at the Second Annual Honor Awards Ceremony of the Department of the Air Force on 26 May 1954 for citations given for the prior year.

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Report For Week Ending 1 June 1954
RECORDS CENTER BRANCH

Accessioning

During this week the following accessions were received:

ORR	7 cubic feet
Comptroller	6
Personnel	1
OSI	1
OCD	<u>1</u>
	16 cubic feet

Total accessions to date - 155 *c. y.*

Disposal

The initial phase of establishing a Disposal Tickler File has been completed. A total of 881 series of records among the present total holdings of 6113 cubic feet have been identified and recorded.

General

A shipment of approximately 25 cubic feet of [redacted] received [redacted] This is the result of an agreement worked out by LD/OCD with the concurrence of I and S. Initial distribution of the material is to be made by LD.

25X1

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Report for Week Ending 2 June 1954 from
FORMS MANAGEMENT BRANCH

Project 4-85 - FI Information Reports

Report forms received from printer last week. Results of preliminary tests conducted by Reproduction Plant #2 have been unsatisfactory. Additional tests made today confirmed these results. The manufacturer's representative is being consulted inasmuch as the trouble seems to be occasioned by failure to follow specifications. 40%

Project 4-86 - Forms Index

25X1 Draft of regulation prescribing the index has been finalized, and Mr. [] has signed transmittal memorandum to Area Records Officers and other interested coordinators. All material will be forwarded to the reproduction plant this week for production of coordination copies. 70%

Project 4-95 - Forms Management Handbook

No action this week. 2 1/2 %

Project 4-103 - Preparation of Final Type Copy by Forms Management Branch

25X1 Discussed with [] 1 June. Attempt will be made to expedite consideration by Chief, Management Staff. 10%

OO Information Report

A 90 day test will be made of the revised report form. In devising the proposed set we have been able to eliminate a proposed ozalid master copy, and a tissue record copy for use [] If tests prove that these copy requirements can be permanently dispensed with considerable savings will result. Such savings will be evaluated at a later date. Specifications are to be written on the test form this week. 25X1

25X1 Recruitment of []

25X1 Action on [] continues to lag pending decision by the Chief, Management Staff.

Air Raid Emergency Plan

The plan has been completed with the exception of two attachments covering evacuation routes for the 1st and 2nd floors [] and the Building Warden Organization has been finalized. 25X1

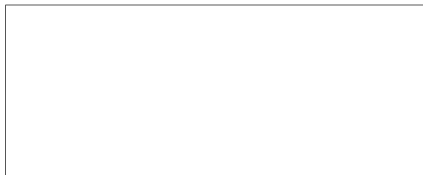
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ARDC Seminar

25X1 [] attended the 3rd annual forms management seminar held by the
25X1 Air Research and Development Command, Baltimore, Maryland at the
Emerson Hotel, 26-27 May. [] spoke on the Philosophy of Forms
Management on the morning of the 27th, and was panel moderator on the
afternoon of the same day. This was an extremely interesting and in-
formative seminar attended by ARDC representatives from all sections
of the United States, and by numerous representatives of other government
agencies and civilian organizations in the Washington-Baltimore area.

Summary of Individual Forms Actions

<u>Type</u>	<u>No. of Requisitions</u>	<u>No. of Copies</u>
New	4	11,500
Revisions	4	67,000
Reprints	9	115,500
Overprints	1	6,000
Other Forms	6	123,000
	<u>24</u>	<u>323,000</u>



25X1

Report for Week Ending 2 June 1954 from
RECORDS SYSTEMS BRANCH

Project 4-76 - Records Management Survey, Medical Office

No change from previous report. Project approximately 75% complete.

Further discussions were held with [] Medical Office, concerning the establishment of a Vital Materials schedule. We were able to obtain answers to his inquiries regarding the activity of other offices in depositing: Pseudonyms, Cryptonyms and Cables. We will continue to press [] to complete the schedule and, in the meantime, deposits are being made.

25X1

25X1

Project 4-79 - Records Management Survey, FBID

The project is continuing and is approximately 79% complete.

Installation of the filing system in the Editorial Branch was completed this week and the analysts are now working in the Central Research File.

Project 4-80 - Agency-wide Microphotography Survey

No change from previous report. Project approximately 7% complete.

Photostats of the proposed questionnaire were received and the proposed Notice and related memorandum to the DD/A were released to []

25X1

Project 4-81 - Security Desk Trays

No change from previous report. Project approximately 86% complete.

A representative of the Safemaster Company states that a sample tray should be available for inspection this week.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records - HB 40-150

No change from previous report. Project approximately 97% complete.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

No change from previous report. Project approximately 77% complete.

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Project 4-84 - Vital Materials Microfilm Projects

Filming of the OCD/BR dossiers continues. This project is approximately 37% complete. A second camera has just been installed for use on this project. In order that the filming operation will not be retarded, BR personnel worked last Saturday, screening and preparing dossiers for filming. Mr. Wilpers has stated that this screening will remain sufficiently ahead of the actual filming to permit maximum camera utilization.

General Information:

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An additional courier, [redacted] has qualified in firearms and will be used to accompany trips to the Repository.

25X1

[redacted] Security Office, stated that he will have to defer an answer to our question regarding depositing [redacted]

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[redacted] until a survey being conducted on the subject by the Security Office is completed.

4-96 5%

25X1



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Report for Week Ending 2 June 1954 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Records Management Survey, Office of Scientific
Intelligence

The Records Control Schedule is 75% complete. ✓

Project 4-78 - Records Management Survey, Office of the General
Counsel

No change from previous report. 99%

Project 4-91 - Review of Records Management Program, Logistics Office

No change from previous report. 23%

Project 4-97 - Records Disposition Handbook

No change from previous report. 25%

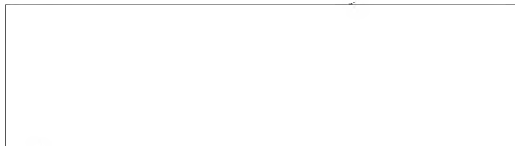
Project 4-113 - Records Management Survey, Foreign Documents Division

The Records Control Schedule is 90% complete.

Project 4-116 - Records Management Survey, Security Office

No change from previous report. 35%

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Report for Week Ending 2 June 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics Office

- a. Correspondence Management - The review of Division and Branch reading files was continued. Files of the Chief of the Transportation Division were analyzed this period. Review is 40% complete.
- b. Reports Management - Proposed guides for installing the program are being reviewed by Logistics Office senior staff officials. Concurrence is anticipated by the end of this week. Target date for launching the program is 15 June. 20 %

Project 4-94 - Office of the Comptroller Reports Management Program

Proposed guides for the installation phase only were furnished the Chief, Technical Accounting Staff. 23 %

Project 4-98 - Correspondence Handbook

Revision of the first draft and the development of an index are continuing. Approximately 20% of the Handbook has been card indexed. Target date for reconciling comments and preparing a revised draft for submission to Regulations Control Staff is 18 June. Project is 80% complete.

General Information

- a. Program Promotion - A proposal to launch a reports management program in the Office of Personnel simultaneously with those for the Logistics Office and the Office of the Comptroller was discussed with [redacted] will discuss the proposal with the Chief of the Research Branch who in all probability would coordinate the reports survey. The proposed guides for installing the Logistics Office program were furnished for their discussion.
- b. Program Publicity - The prospectus on Reports Management has been reviewed and concurred in by the Assistant Management Officer (DD/A Area) and the Regulations Control Staff. Target date for final copy preparation is 14 June.
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